PRESIDENT'S ADVISORY COUNCIL

MINUTES
17 February 2010
(week 07)

Present:	**Invitee:**	**Apologies:**
Said Irandoust	Ajit P Annachhatre	Sudip Rakshit
Nitin Afzulpurkar		Karma Rana
Amrit Bart *(through telcon.)*		
Izel Ann Dante		
Peter Haddawy	*Secretariat:*	
Barbara Igel	Namita Sravat	
Jayant Routray		
Jonathan Shaw		
Weerakorn Ongsakul		
Worsak Kanok-Nukulchai		
Tasnuva Ahmed		

PAC 10.02.07   Welcome and Apologies

The President welcomed all present to the PAC meeting, and the apologies were noted. Dr. Amrit Bart, who participated in the meeting through teleconferencing, was also welcomed.

PAC 10.02.08   Approval and Review of the Minutes of the PAC

The minutes of the Special PAC meeting held on 25 January 2010 were **approved** noting the correction in the invitees list by including 3 missing invitees' names.

The minutes of the PAC meeting held on 3 February 2010 were also **approved**.

Follow-up Issues:

1] **AIT Alumni Survey:** The President informed that the finalized questionnaire will be ready for circulation by end of that week. In this respect, he noted the email reply that he had sent to the AITAA Mother Chapter and that was copied to the AIT's top management members for their information.

2] **Review of the policy on repetition of course:** The Academic Senate would be requested to review the current policy on repetition of course with regards to their grade recording in the final transcript and provide its recommendation.

3] **Revival of the Task Force on RCM:** The Task Force (TF) on RCM will be revived as suggested in the previous PAC meeting to discuss the implication on the cost drivers for outsourced services – e.g. infrastructure; and IT services very soon. However, it was noted that the TF constitution that included School Deans will have two of the newly appointed School Deans.

4] **AIT International School (AITIS) new logo:** The new logo of the AITIS received was reviewed by the members and the selection made, which was not the one recommended, would be conveyed by the Head-Administration to the School Principal.

5] **Evaluation of Central Administration/Administrators:** The new format for conducting this exercise will be presented by the President during the next PAC meeting.

6] **AIT City Campus:** A team will soon be visiting the Sathorn Tower to finalize the arrangements.

PAC 10.02.09   **Matters Arising from the Minutes**

1.   Updates on Atlantic Graduate School of Management (AGSM)

Report on further updates regarding the proposal to explore possibilities of partnership and cooperation between Atlantic Graduate School of Management (AGSM) and SOM/AIT was received. The conclusions of the due diligence report was that while the opportunity in Africa is obvious, it is not quite sure that AGSM represents the best partner for AIT/SOM to venture in West Africa based on the replies from persons and institutes approached in Ghana regarding their views about the AGSM. It might be risky to partner with AGSM which has just been created and is unknown yet in Ghana.

Dr. Barbara Igel, Dean/SOM informed that SOM plans to do promotion campaign at Africa where more information on AGSM will be researched, after which this will be further discussed in PAC. It will then be decided whether there is a need to invite Prof. Kwaku Atuahene-Gima, member of the Academic Advisory Board of AGSM to make a presentation on his proposal to PAC members.

2.   Proposal on Existing Endowment Funds and their current and future use

The Vice President for Resource Development (VPRD), Prof. Worsak updated members on the campaign and drawing up a proposal on the use of Endowment Fund, as well as on the preparations for the planned AIT Day in September 2010.

Prof. Worsak further noted that he was informed by the Head of Finance, Khun Noppadon that in Fund 22, the endowments currently have three types of conditions: (i) interest given to AIT for Fund 10 operating, (ii) interest usage restricted for certain purposes, and (iii) both principal and interest usage for certain purposes like student prize award.

Prof. Worsak also reported on the to-be-established "AIT Foundation" where the endowment fund campaign to kick-start on 6-8 September 2010 will be received. The management of the fund would be under the supervision of the Fund Management Board (FMB) composed of representatives of AIT Administration, AIT Faculty, and AIT alumni. Donors would be allowed to specify choices on how the capital and/or its earning be used. A list of priorities shall be developed by FMB, based on the identified needs in furtherance of AIT's strategic sustainability, which could be grouped into three main areas: (i) Scholarships/Fellowships to attract top students all over Asia;

(ii) Support of world-renown visiting professorship to revitalize our academic endeavors and (iii) Upgrade of infrastructure and research equipment.

The President mentioned that, after reflecting further on the "AIT Hall of Fame" proposal (tabled Paper 3.2 (b)1), it should not involve any alumni and seniority should not be only one characteristic. Regarding the "AIT Foundation" he stated that if it is only for fundraising then proposal was fine, but in case it is also for business and other activities, then further brainstorming would be needed with regards to its ownership structure. Prof. Worsak clarified that "AIT Foundation" will only be for fundraising in case Her Royal Highness Princess Maha Chakri Sirindhorn agrees to be part of this campaign.

A member suggested that the AIT Alumni Association (AITAA) should have some kind of guidelines, constitution and bye-laws. Various Country Chapters of AITAA should report its activities to AIT through the AITAA Mother Chapter.

It was suggested that coinciding with the 6-8 September 2010 events, a short-course on the theme "Entrepreneurship" can be planned. Recommendations on the identification of resource person(s) should be sent to Dean/SOM and Director/AIT Extension.

3. Proposed Supplement to AIT Degree Certificate and Transcript

The proposed supplement to the AIT degree certificate and transcript was reviewed and suggestions were as follows:
- Status of the Institute should be included.
- Capacity building aspect of the Institute, e.g. Outreach Activities should also be included.
- There was difference of opinion regarding the supplementary page to be printed on separate sheet or behind the transcript and degree certificate.

The SERD and SOM School Deans were requested to obtain additional feedback from their respective schools and send them back within a week. The supplement will then be finalized in the next PAC meeting.

4. AIT Flags

The list of flags currently available (representing countries of Board members) was provided. ERCO would be requested to provide a list of countries with which AIT has ongoing partnerships, programs etc. so that it can be included. The President also mentioned that ERCO will take the lead in setting up an appropriate system to welcome visiting dignitaries on the TV monitors at the administration building and AIT Conference Center, along with the events/programs screened every day. It was also suggested to clean and replace the flags from time-to-time.

PAC 10.02.10   **Issues from the President**

1. **Honorary Doctorate Degree (HDD):** The President informed that postal ballot would be conducted to get the approval of the Board of Trustees for

a candidate who was recommended for HDD by the Academic Senate last year subject to verification that the candidate does not hold any political position; which has been verified now.

The President also informed that he has received another nomination for conferring AIT's Honorary Doctorate Degree; and requested for members' preliminary opinion regarding the candidate. The members supported the candidate's nomination and thus it was agreed to process that case by forwarding the nomination to the Academic Senate which will provide its recommendation to the Board of Trustees through the AIT President.

2. **AIT Outreach Council:** Mr. Mechai Viravaidya has agreed to be the chair of the newly established AIT Outreach Council. During the first meeting held on 16 February, Mr. Mechai and other participants gave some very good suggestions, including need for AIT to conduct teaching and research that enables and encourage both students and faculty to engage in outreach activities, need for current practices of academic evaluation to integrate outreach in the assessment of the institute, etc. Mr. Mechai has suggested that he can come to AIT once every week and is open to being Adjunct Faculty at AIT. The President requested that SERD/SOM, if interested, can indicate to receive him.

3. **Visit to Nepal:** The President informed that from 19 to 22 February he would be visiting Nepal to participate as Chief Guest at the 7th Convocation of Pokhara University (PU) on 20 February, at the invitation of Professor Keshar J. Baral, Vice Chancellor of PU. The ceremony would be presided over by the Chancellor of PU the Rt. Honorable Prime Minister of Nepal H.E. Mr. Madhav Kumar Nepal.

4. **Outsourcing of IT Services:** The outsourcing of IT services was finalized and would be implemented from 1 April 2010. The month of March 2010 would be utilized for staff transfer related issues. It was clarified that if there are any cost implications, they would be borne by the Central Administration. For the time being Schools should not revise their budget and it could be looked into later. It was also clarified that there would be no change whatsoever in the cost for students, and only change would be increased services with 24 hours staff. Furthermore, a monitoring team would be established to look into issues such as various current websites and their maintenance.

5. **Structure of the Resource and Development Office:** The proposed structure received from the VPRD, Prof. Worsak will be considered once the external consultant would come up with their recommendations on AIT's administrative structure.

PAC 10.02.11   P&P for Performance Management – AITVN

The Director of AIT Vietnam (AITVN) presented the proposed Incentive System for AITVN via teleconference. He mentioned that currently the issues being discussed in AITVN are: how much incentive should be provided for an individual, how much should be distributed, could 12.5% of the total surplus generated by AITVN be used, etc. He further stated that the calculations are based on the budget and incentive system is derived from that. In the past the AITVN practice

was to give at the end of year a month salary as bonus. In the new incentive system, there would be more incentives for high performers.

Regarding the issue raised on the system being based on team performance rather than individual performance, it was clarified that to achieve institute target, collective targets need to be met, and moreover the short courses that are run at AITVN is really team work. Dr. Jonathan Shaw mentioned that AIT Extension also put emphasis on team work, but it could at some later stage be refined to individual performance.

Following were the key suggestions to further fine-tune the proposal on the Incentive System for AITVN:
▪ AITVN considers whether the surplus amount should be based on the flat account or proportionate to total expenditure.
▪ More consultations are needed between the School Deans and Director AITVN to decide what should be the surplus amount, and what should be the balance between individual and team work performance.
▪ It would be later informed regarding the percentage of upper limit to be used for Year 2010 as compared proposed 12.5%. Dr. Bart suggested that for satellite campuses, there is a need for some flexibility in this limit.

PAC 10.02.12 Presentations on Business and Action Plans, and the KPIs of the ARCMDG and AIT-UN Office.

Presentations were made by the Director of the ARCMDG, Prof. Jayant Kumar Routray; and the Director of the AIT-UN Office, Prof. Ajit P Annachhatre on their respective center's business and action plans and Key Performance Indicators (for details please see Paper 6.1 and Paper 6.2. They were encouraged to continue their good work.

PAC 10.02.13 Merit Payments 2009 and Faculty Salary Placements

Merit Payments 2009 and Faculty Salary Placements were reviewed and after incorporating suggestions (such as adding DBA supervision, giving weightage on research and publication, attending activities like various forums, faculty members can opt to credit their merit payment to respective PDF, applies to those who have at least contributed six months to AIT, one may not be compensated beyond a cap, etc); the memorandum will be sent to all unit heads to conduct the exercise in their respective units. The results of the exercise will first be reviewed in the PAC meeting after which these will be finalized and implemented.

Dr. Shaw noted that the memo covers only the aspects related to measure merit payments to the faculty only, but nothing is there for staff. Furthermore, he would like to suggest keeping the upper limit at 12.5% instead of proposed 10%. The President concluded that he would finalize it together with Dr. Jonathan Shaw, Ms. Izel and Head of Finance, Mr. Noppadon.

Regarding clarification sought on possibility to reward the Fund 30 staff, it was clarified that it could be done. However, the merit system will be applicable to only regular faculty, and not to seconded, visiting or adjunct faculty.

PAC 10.02.14 Other Matters

1] **AITIS Logo:** The AITIS logo was finalized (the one with the kid) which will be conveyed by Ms. Izel.

In future, the policy on the use of AIT logo needs to be re-looked into.

2] **Next Meeting:** The next PAC meeting is schedules for Wednesday, 3 March 2010.

IMD/ns 5 March 2010

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